

7 NOV 1968


MEMORANDUM FOR: Chief, Records Administration Branch, SSS-DD/S

SUBJECT : Revision of OER Records Control Schedule 22-68,
dated 26 April 1968

1. Submitted herewith for your approval is OER Records Control Schedule 22-68 which has been approved by Dr. Edward L. Allen, Director, Office of Economic Research.

2. SUMMARY OF OER RECORDS

<u>Type</u>	<u>Cubic Feet</u>
Permanent	36
Temporary	2,975
Library	<u>1,762</u>
TOTAL	4,773


OER Records Management Officer

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22-68

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

OFFICE
of
ECONOMIC RESEARCH



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RECORDS CONTROL SCHEDULE			22-68	Page 1
OFFICE, DIVISION, BRANCH			CONCURRENCE	
OFFICE OF ECONOMIC RESEARCH			SIGNATURE	DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<p>SUBSTANTIVE SUBJECT FILES:</p> <p>Files are maintained by Office components and contain material utilized in daily activities. Substantive documentary material reflecting policy, decisions, organization, coordination, and liaison activities of OER components engaged in the production of economic intelligence.</p> <p>a. Office of the Director</p> <p>b. Area Chief's immediate Office Division Chief's immediate Office</p> <p>c. Office Staffs Area Staffs Branches</p>		<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p> <p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy. Records of Permanent value are to be retired to the Agency Records Center under Item 1.a.</p> <p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy.</p>	
2.	<p>ADMINISTRATIVE SUBJECT FILES:</p> <p>Correspondence, reports, and form documents accumulated in the administration of economic research activities by Office components. Specific subject folders include: Budget, Security, Training, Travel, Personnel, Supplies, Services, and similar subjects.</p>			

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2.	<p>ADMINISTRATIVE SUBJECT FILES (Continued)</p> <p>a. Office of the Director</p> <p>b. Office Staffs Area Chief's immediate office Division Chief's immediate office Area Staffs Branches</p>	<p>Temporary. Review at the end of each calendar year. Transfer records of permanent value to the Substantive File (Item 1.a.) Retain remaining Administrative Files for a period of two years and then destroy.</p> <p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy.</p>	Page 2
3.	<p>PRINTING SERVICES REQUISITIONS</p> <p>a. Printing Services Requisitions reflecting requests for reproduction work required by OER components. File includes date of request, job number assigned, and date job required.</p> <p>b. Status Log</p> <p>Log maintained on all jobs going to Printing Services Division showing date forwarded and scheduled delivery dates. This file is used as a suspense and control on the status of printing services requests.</p>	<p>Temporary. Destroy upon completion of job or when no longer needed for reference purposes.</p> <p>Temporary. Destroy after one year. Cut off at end of each fiscal year; retain in current files area for one year and destroy.</p>	
4.	<p>CONVENIENCE FILES (Reading)</p> <p>Extra copies of correspondence originated by the various Office components and maintained for ready reference. Filed chronologically.</p>	<p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy.</p>	
5.	<p>ECONOMIC INTELLIGENCE COMMITTEE FILES</p> <p>Consists of memoranda, minutes and agenda of the EIC, subcommittees, and working groups. Contains reports, charts, and other documents accumulated in providing staff support in the field of foreign economic intelligence bearing on problems of national security importance. Filed in sub-items below:</p>		

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS Page 3
5.	<p>ECONOMIC INTELLIGENCE COMMITTEE FILES (Continued)</p> <p>a. Main EIC Files</p> <p>b. Subcommittee Files</p> <p>c. Working Group Files</p> <p>d. Subject Files (Operational)</p> <p>e. Support Subject Files (Secretariat)</p> <p>f. Projects File</p> <p>Consists of projects which are either in progress or completed by the EIC Secretariat, or by the working groups and subcommittees of the EIC. Project files contain background material and correspondence necessary for historical retention (records of authorization, terms of reference, concurrences, drafts, working papers, cables, and contributions from other agencies). One copy of published reports will be maintained in this file for reference purposes.</p>	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p> <p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy.</p> <p>Permanent. Upon publication or cancellation of project, destroy drafts, extra copies and other working papers at Headquarters. Transfer files to the Records Center each year. One (1) copy of published reports will be retained in current files indefinitely.</p>

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5.	<p>ECONOMIC INTELLIGENCE COMMITTEE FILES (Continued)</p> <p>g. Branch EIC Subcommittee Files</p> <p>These are files of the EIC-Subcommittee Secretary. These files contain minutes of meetings, Agenda, membership and related documents. Files are essentially duplicated in the files of the EIC Secretariat.</p> <p>6. COMMUNICATIONS CONTROL FILES</p> <p>These files reflect the receipt, routing, and final disposition for communications received or dispatched by the Office components.</p> <p>a. Top Secret and Codeword Logs</p> <p>1. Office Files</p> <p>Logs maintained to ensure accountability for Top Secret and Codeword documents and to reflect the receipt, dispatch, or destruction of the documents.</p> <p>2. Sensitive Material Logs</p> <p>Incorporated into Item 6a.1.)</p> <p>3. Area, Division, and Staff Files</p> <p>Top Secret Control Cards reflecting receipt, internal routing, and disposition of all Top Secret or Registered Document material entering or leaving the Area, Division, or Staff.</p>	<p>Temporary. To be screened periodically and at the end of each calendar year. Obsolete material to be destroyed.</p> <p>Temporary. Destroy ten years after documents shown on forms are downgraded, transferred to the Records Center, destroyed or sent outside control point. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center for an additional eight-year retention period.</p> <p>Temporary. Destroy inactive files upon determining from Office files (Item 6.a.1.) that the material is no longer charged to the Area, Division or Staff.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
6.	<p>COMMUNICATIONS CONTROL FILES (Continued)</p> <p>b. Restricted Data Files</p> <p>Top Secret Control Card reflecting receipt, routing, and signatures of authorized recipients, and disposition of all Restricted Data material received by OER.</p> <p>c. Cable Logs</p> <p>Logs on cables classified thru secret recording receipt and disposition.</p> <p>d. Mail Control Logs - Secret and Below</p> <p>Logs maintained on documents and administrative material (other than cables). Filed chronologically.</p> <p>e. Registered Document Transfer Receipt Files</p> <p>Signed copies of CIA Form 303 used for the transfer of registered documents from one office to another within the Agency. Forms have the signatures of the releasing and receiving officers. A copy is forwarded to the Registered Document Custodian. Filed chronologically.</p> <p>f. Translation Requests</p> <p>Consists of copies of requests for translation to [REDACTED]. File is used to maintain control on requests. Filed numerically by control number.</p>	<p>Temporary. Destroy inactive files.</p> <p>Temporary. Destroy after one year. Cut off bi-monthly. Retain in current files area one year and destroy.</p> <p>Temporary. Destroy after one year. Cut off at end of each calendar year; retain in current files area for one year and destroy.</p> <p>Temporary. Cut off at end of each calendar year; retain in current files area until no longer needed, then destroy.</p> <p>Temporary. Destroy after one year. Place in inactive file upon completion of request; retain for one year and destroy.</p>

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6.	<p>COMMUNICATIONS CONTROL FILES (Continued)</p> <p>g. Library Loan and Purchase Order Files</p> <p>Loan and Purchase Requests for books, documents, periodicals, and similar forms reflecting material requested from the CIA Library on loan, and for procurement actions of books, periodicals and newspapers. Filed by request number, chronologically, or alphabetically by title.</p> <p>h. Standard Distribution Files</p> <p>This file is used to record and control standard distribution within OER of recurring publications, periodicals, and other printed matter. A record is made of the title, and number of the publication, source and recipient(s). Filed according to source.</p> <p>i. Courier Receipt and Log Files</p> <p>Courier Receipt and Log Record utilized for recording the transmittal of Secret and Confidential material to other offices of the Agency, or to outside recipients. Filed by control number and date.</p> <p>j. Document Receipt Files</p> <p>Document Receipts reflecting signatures of recipients, and date of receipt for all classified material being sent outside OER to other offices, and to other Agencies. Filed chronologically.</p> <p>k. Diplomatic Pouch Mail Registration Files</p> <p>Department of State Form 1022 (3X5) used by this office as registry authority for pouch mail going to the State Department. Filed by Registry Number.</p>		<p>Temporary. Destroy after one year. Place in inactive file upon completion of request; retain for one year and destroy.</p> <p>Temporary. To be screened periodically and at the end of each calendar year. When superseded obsolete, or no longer needed, material is to be destroyed.</p> <p>Temporary. Destroy after three months. Cut off at end of each quarter; retain in current files area for three months and destroy.</p> <p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy.</p> <p>Temporary. Retain in current files area until no longer needed, then destroy.</p>	

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7.	<p>RECORDS MANAGEMENT FILES</p> <p>These files consist of material maintained in carrying out the Records Management Program for the Office.</p> <p>a. Vital Records Files</p> <p>Vital Records Control Schedule, a signed copy of each Vital Records Deposit Slip, and related correspondence. File also maintained as a control and reference for material transferred to the Repository.</p> <p>b. Archives (Records Center) Files</p> <p>Consists of material maintained for use by the OER Records Administration Officer, and for controlling and reporting Records Center activities. Files contain material such as Records Control Schedule, Records Retirement Requests, Disposition Forms, and Shelf Lists.</p> <p>c. Forms Case Folders</p> <p>Consists of case folders for each Agency approved form for which OER is the Office of Primary Interest.</p>	<p>Temporary. Destroy when obsolete, superseded, or no longer needed for reference purposes.</p> <p>Temporary. Destroy when obsolete, superseded, or no longer needed for reference purposes.</p> <p>Temporary. To be destroyed when form is declared obsolete and discontinued.</p>
8.	<p>INDIVIDUAL PERSONNEL FILES</p> <p>These are individual folders maintained on all employees of and applicants for employment in the Office of Economic Research. Files are maintained for immediate reference, and personnel administration in the Office. Files are essentially duplicated in Office of Personnel Official Folders.</p>	

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
8.	INDIVIDUAL PERSONNEL FILES (Continued)	
	a. Employee Files	
	Contains copies of all personnel actions, memos, evaluations, and other documents pertaining to an individual employee. Filed alphabetically by surname. (Current)	Temporary. Retain files of separated personnel for six months after separation from OER and then destroy. Files of employees transferred to other components of the Agency with change in career service designation will be screened by OER within one month after the effective date of transfer and record material will be transferred to the gaining office. Non-record material will be destroyed in OER. Files of employees transferred to other Agency components without change in career service designation will be retained in OER.
	b. Applicant Files	
	Personal History Statements, Forms 1152, notes and comments of interviewer, and other related documents necessary in processing an applicant. Filed alphabetically by surname. (Current)	Temporary. Destroy after one year. Transfer successful applicant folder to OER employee file upon EOD. Place unsuccessful or cancelled applicant folder in inactive file; retain in current files area for one year and destroy.
	c. Applicant In-Process Cards	
	Consists of cards containing dates, and summarized information to provide a ready reference on the clearance progress of each person in process for OER employment. Included are dates on which Agency regular and/or special security clearances are requested, date of security approval, dates of pre-employment interviews, and date of expected entrance on duty or date of cancellation and reason. Filed alphabetically by surname.	Temporary. Upon EOD or cancellation of applicant, place card in inactive files. Retain inactive cards in annual blocks in current files area until no longer needed.

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
8.	<p>INDIVIDUAL PERSONNEL FILES (Continued)</p> <p>d. Consultant Files</p> <p>Documents maintained on individuals employed as consultants with OER. Folders contain copies of staff studies, justifications, security information, signed copies of contracts, memos calling consultants in, and all administrative material such as hours worked, etc.</p> <p>e. Staffing Complement Files</p> <p>Consists of Planning Papers, Staffing Complement changes, proposed changes and memoranda pertaining thereto, and the OER personnel status files. Planning Papers and Staffing Complement changes are duplicated in the Office of Personnel Files. Filed in accordance with the Agency Subject - Numeric system.</p>	<p>Temporary. Cut off on termination of consultant's contract. Retain in current files area for one year, then destroy.</p> <p>Temporary. Duplicate copies of Planning Papers and Staffing Complement changes are to be destroyed when no longer needed for reference purposes. Internal memoranda pertaining to proposed changes, and the OER personnel status files are to be retained in the current files area indefinitely.</p>

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
8.	<p>INDIVIDUAL PERSONNEL FILES (Continued)</p> <p>f. DD/I Vacancy Notice Files</p> <p>Consists of DD/I Vacancy Notices listing vacant DD/I positions.</p> <p>g. OER Career Board File</p> <p>Official records of the OER Career Board, including minutes of meetings, decisions, and policy of the Board.</p>	<p>Temporary. Destroy after one year. Cut off at end of each calendar year; retain in current files area one year and destroy.</p> <p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for three years and transfer to and incorporate in Office Subject File. (Item 1.a.)</p>
9.	<p>BUDGET AND ALLOTMENT FILES</p> <p>a. These files are maintained by the Administrative Staff for use in preparing an overall OER Budget. Files include allotment authorizations, expenditures, and obligations, approved fiscal year budgets, and confidential funds material. Official files maintained in the Office of Finance.</p> <p>b. The Director's copies of Operating Budgets, Preliminary Estimates, and Office Estimates.</p>	<p>Temporary. Destroy after four fiscal years. To be screened at the end of each fiscal year, obsolete material to be destroyed; retain remaining material in the current files area for three years and then transfer to the Records Center for one year and destroy.</p> <p>Permanent. Transfer and incorporate in Substantive Subject File (Item 1.a.)</p>
10.	<p>EXTERNAL RESEARCH FILES</p> <p>Consists of files maintained by the Administrative Staff on external research projects which are under contract. They contain copies of contracts, correspondence, progress reports, copies of payment documents, and supporting papers used for administrative purposes. Filed by project title.</p>	<p>Permanent. Upon completion of project forward all documents of historical value to the Agency Records Center. All duplicate copies of correspondence and documents not reflecting any historical value may be destroyed in the current files area.</p>

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11. TRAVEL FILES

Consists of files maintained by the Administrative Staff of documents pertaining to all OER official travel for accounting and budgeting purposes.

a. Travel Case File

Consists of travel orders, requests for advance of funds, travel vouchers, memos, and copies of staff studies. Filed numerically by travel order number.

b. Card File

Consists of 5X8 cards on each official traveler reflecting such information as travel order number, date(s) of travel, amount claimed, expenses incurred, and other pertinent data. Filed alphabetically by surname.

c. Log

Chronological control record showing travel order number, name of traveler, dates of travel, general purpose, and itinerary.

Temporary. Destroy after three fiscal years. Cut off at end of each fiscal year; retain in current files area for one fiscal year and transfer to the Records Center for two years and destroy.

Temporary. Destroy after five fiscal years.

Temporary. Destroy after twelve fiscal years. Cut off at end of each fiscal year; retain in current files area for twelve fiscal years and destroy.

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
11.	<p>TRAVEL FILES (Continued)</p> <p>d. Cover Files</p> <p>Consists of correspondence related to established cover for domestic and foreign travel for OER personnel.</p>	<p>Temporary. To be screened at the end of each fiscal year. Files no longer needed are to be destroyed. (This will include ad hoc files and files of personnel that are no longer assigned to OER.)</p>
12.	<p>OPERATIONAL LIAISON FILE</p> <p>a. Correspondence pertaining to clearance certifications to and from other USIB Agencies, and other government agencies, and correspondence pertaining to other clearance certifications made for OER personnel for local liaison. Also correspondence pertaining to requests for badges and special credentials.</p> <p>b. Records of ad hoc contacts arranged for OER personnel (to be made locally).</p>	<p>Temporary. Destroy after one fiscal year. Cut off at end of each fiscal year; retain in current files area for one fiscal year and destroy.</p> <p>Temporary. Destroy after six months. Cut off at end of each fiscal year; retain in current files area for six months and destroy.</p>
13.	<p>REGULATORY ISSUANCES</p> <p>a. Agency Issuances</p> <p>1. Complete set of Agency Issuances maintained by Areas, Divisions and Staffs.</p> <p>2. Extra copies</p> <p>b. OER Issuances</p> <p>1. D/OER Master Set</p> <p>File maintained by the Administrative Staff.</p>	<p>Temporary. Rescinded or expired issuances to be destroyed. Master file to be retained in the current files area indefinitely.</p> <p>Temporary. Destroy upon completion of routing throughout the Division/Staff and Branches.</p> <p>Permanent. Retain one copy of each rescinded or expired issuance. Cut off at end of each calendar year; retain in current files area for two years and transfer to Records Center for Agency Archives.</p>

ITEM NO.		
13.	<p>REGULATORY ISSUANCES (Continued)</p> <p>2. Extra Copies</p> <p>File maintained by the Administrative Staff</p> <p>3. Complete set of OER issuances maintained by Areas, Divisions and Staffs</p> <p>c. DD/I Issuances</p> <p>Complete set of DD/I issuances maintained by Areas, Divisions and Staffs</p> <p>d. Proposed Agency Issuances</p> <p>1. Proposed Agency Regulations, Notices and Handbooks.</p> <p>2. OER comments on proposed Agency regulations, notices, and handbooks.</p>	<p>Temporary. Destroy when issuance expires or is rescinded.</p> <p>Temporary. Rescinded or expired issuances to be destroyed. Master file to be retained in the current files area indefinitely.</p> <p>Temporary. Rescinded or expired issuances to be destroyed. Master file to be retained in the current files area indefinitely.</p> <p>Temporary. Destroy when issuance is published or when no longer needed.</p> <p>Temporary. Office comments are to be destroyed after proposed Agency regulation, notice, or handbook is published or when no longer needed.</p>
14.	<p>INTELLIGENCE ESTIMATE FILES</p> <p>These are economic estimates files maintained for use in the review of OER production for internal consistency, and as a reference service for statistical data. Filed by code number and then by country.</p> <p>a. Branch Estimates File</p> <p>Consists of retained copies of Form No. 67 (Estimates File Record) prepared by Branches, and forwarded to the Central Estimates File, Accounts Section, Publications Staff.</p>	<p>Temporary. To be screened periodically and at the end of each calendar year. Obsolete Material to be destroyed at headquarters.</p>

ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
14.	<p>INTELLIGENCE ESTIMATE FILES (Continued)</p> <p>b. Economic Estimates File (Central Reference File)</p> <p>These are the central economic estimates files in the Accounts Section, Publications Staff that are for use in the review of OER production for internal consistency, and as a reference service for statistical data. File consists of 5x8 cards (Estimates File Record) prepared by the branches. Cards show annual material totals as estimated by the Branch together with methodology and and notes.</p> <ol style="list-style-type: none"> 1. Current File (Discontinued) 2. Inactive File 	<p>Temporary. To be screened periodically and at the end of each calendar year. Obsolete material to be destroyed at Headquarters.</p>
15.	<p>ECONOMIC INTELLIGENCE FILES</p> <p>These are collections of various types of documents utilized in the preparation of economic intelligence reports, estimates, and contributions. These files are maintained by Branch, or individual analyst according to area, or specialty assignments. File arrangements are not included for each series of records described below as they vary according to subject, region, and commodity.</p> <p>a. Source Material Files</p> <p>These files contain contributions, work sheets, notes, extracts, clippings, translations, information reports, finished reports, maps, and other documents used as source and background material in the preparation of finished OER reports, and contributions to National Intelligence Estimates.</p>	<p>Temporary. To be screened periodically and at the end of each calendar year. Obsolete material to be destroyed at Headquarters. Material needed for future use to be transferred to the Records Center for two years and destroyed.</p>

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15.	<p data-bbox="196 846 708 869">ECONOMIC INTELLIGENCE FILES (continued)</p> <p data-bbox="224 898 578 921">b. Analysts' Working Files</p> <p data-bbox="196 951 841 1058">Drafts, manuscripts, working papers, notes reference publications, or similar material maintained by analysts on projects they are currently working on, or have already completed.</p> <p data-bbox="224 1087 618 1110">c. Operational Material Files</p> <p data-bbox="196 1140 850 1215">Raw information reports used as support material for preparing papers originating within the Branch.</p> <p data-bbox="224 1245 420 1268">d. Other Files</p> <p data-bbox="196 1297 862 1430">These are file series left by analysts who have transferred to other jobs, or files transferred from discontinued divisions, or functions to analysts for their use. These files are generally described in items 15.a. and c. above.</p>	<p data-bbox="984 955 1598 1089">Temporary. To be screened periodically and at the end of each calendar year. Obsolete material to be destroyed at Headquarters. Material needed for future use to be transferred to the Records Center for two years and destroyed.</p> <p data-bbox="984 1144 1598 1278">Temporary. To be screened periodically and at the end of each calendar year. Obsolete material to be destroyed at Headquarters. Material needed for future use to be transferred to the Records Center for two years and destroyed.</p> <p data-bbox="984 1304 1523 1379">Temporary. Incorporate with present file system that material needed and destroy remainder.</p>
16.	<p data-bbox="196 1461 407 1484">LIBRARY MATERIAL</p> <p data-bbox="196 1514 829 1589">a. Technical books and journals obtained from the CIA Library on indefinite loan. Books are maintained for ready reference purposes.</p> <p data-bbox="196 1619 850 1673">b. Consists of materials privately owned. Materials are used for reference purposes.</p>	<p data-bbox="984 1520 1560 1596">Temporary. Disposal not authorized. Return to CIA Library when no longer required for reference purposes.</p> <p data-bbox="984 1625 1568 1673">Temporary. Disposal to be at owner's discretion.</p>
17.	<p data-bbox="196 1705 618 1728">PUBLICATIONS DISSEMINATION FILES</p> <p data-bbox="224 1757 602 1780">a. Dissemination Policy File</p> <p data-bbox="196 1810 878 1942">Files consist of pertinent regulations and procedures authorizing dissemination of intelligence materials to USIB and Non-USIB Agencies, non-government organizations, and individuals, and foreign governments.</p>	<p data-bbox="984 1814 1560 1862">Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>

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17.	<p>PUBLICATIONS DISSEMINATION FILES (Continued)</p> <p>b. (Incorporated into Item 17c)</p> <p>c. Dissemination Logs of materials released to Foreign Governments and Agency Representatives in the Field</p> <p>Consists of lists of classified material released to foreign recipients, and Agency Representatives in the field by report number, title, recipient, date, and copy number.</p> <p>d. Dissemination Card Files</p> <p>Consists of 3X5 cards maintained for reference purposes indicating recipients of OER classified, and unclassified documents. Information recorded indicates current address, clearance status, and material transmitted.</p>	SECRET	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for ten years and transfer to the Records Center.</p> <p>Temporary. Destroy when no longer needed for reference purposes. 9513-55</p>	
18.	<p>INTELLIGENCE PUBLICATION FILE</p> <p>These are the record set, and extra copies of OER intelligence publications maintained for reference, and supplemental distribution. File also contains memoranda, and dissemination records for those publications disseminated and controlled.</p> <p>a. Copies of Economic Intelligence Publications, Economic Intelligence Committee Publications, and Monthly List of Support Papers and Briefings and Summary of Published Reports.</p>	SECRET	<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center. 9513-</p>	

ITEM NO.		
18.	<p>INTELLIGENCE PUBLICATION FILE (Continued)</p> <p>b. Extra copies of items 18.a., - these are the extra copies of OER reports maintained for reference and supplemental distribution.</p> <p>c. Copies of Classified or Unclassified Reports without series designations and/or copy numbers.</p> <p>1. Economic Intelligence Publications Economic Intelligence Committee Publications</p> <p>d. Official Record Copies of items 18.a. and 18.c.</p>	<p>Temporary. To be transferred to the Records Center and destroyed in accordance with disposition instructions in OER's Supplemental Distribution Schedule.</p> <p>Temporary. Destroy six years after date of publication. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.</p> <p>Permanent. Disposal not authorized. One copy of each published report to be sent to the Agency Records Center for Agency Archives.</p>
19.	<p>NIS COORDINATOR FILE</p> <p>Consists of NIS manuscripts, and published NIS prepared in OER, and regulations and correspondence concerned with NIS production.</p>	<p>Temporary. To be screened annually. Destroy when obsolete, or no longer needed for reference purposes.</p>
20.	<p>NATIONAL INTELLIGENCE SURVEY FILES</p> <p>These files consist of instructional, and reference material used in editing and preparing OER contributions to NIS, OER unit contributions received for editing, and final OER printed contributions. File also contains finished NIS portions to which OER has contributed. Filed by geographic location.</p> <p>a. Reference Material File which includes contributions to NIS.</p>	<p>Temporary. Destroy when obsolete, superseded, or no longer needed for reference purposes.</p>

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21.	<p>EDITORIAL FILES</p> <p>Documents reflecting the processing of manuscripts submitted for editorial review. File contains manuscripts currently being edited, editorial work sheets, control cards, and other documents, regarding status of publications. File also contains editing standards, procedures, and handbooks used by individual editors as working aids.</p>	<p>Temporary. Destroy after one year. Cut off at end of each calendar year. Obsolete material to be destroyed at headquarters. Material needed for future use to be retained at headquarters.</p>
22.	<p>PROJECT STATUS FILES</p> <p>a. Staff Project Log</p> <p>Log maintained on all projects sent for review showing project number, date received, notes with analyst, and date returned. Used to show status and disposition. Filed numerically.</p> <p>b. Research Projects File</p> <p>Edited and unedited drafts of OER publications and contributions made to publications of other Agency components. File also contains project initiation memoranda, contributions of other offices, and related correspondence. No published copies are maintained in this file series. Used for reference purposes. Filed numerically by project number.</p>	<p>Temporary. Destroy after three years. Cut off at end of each calendar year; retain in current files area for three years and destroy.</p> <p>Temporary. Destroy after records have been held at the Records Center for three years. Cut off at end of June and December of each calendar year; retain in current files area for six months after publication and transfer to the Records Center for a period of three years and destroy.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	Page 19
22.	PROJECT STATUS FILES (Continued)	SECRET		
	c. Project Support File			
	<p>Economic intelligence publications or contributions prepared in support of other offices of the Agency and for non-CIA recipients. These are either in typescript, or printed form. This is the official record set in OER. Filed numerically.</p>		<p>Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to Records Center.</p>	
	d. (Discontinued)			
	e. Monthly Reports on Status of Projects			
	<p>Consists of monthly progress reports received by Divisions from Branches.</p>		<p>Temporary. Destroy after two years. Cut off at end of each calendar year; retain in current files area for two years and destroy.</p>	
23.	CARD FILES			
	a. Reference			
	<p>Files developed by OER personnel as research aids, and for reference purposes. Records pertain to various categories of subjects. Files consist of 3X5, 4X6, 5X8, 8X10½, and IBM cards. Categories are subject, organization, installation, subscription, source, security clearance, control, material on loan, intellofax cards, editing control cards, time record, organizational, restricted data clearance, personnel card, trader card, equipment record, name card, project status cards, and others.</p>		<p>Temporary. Destroy when no longer needed except that material determined to have future value may be retired to Records Center for two years and destroy.</p>	

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ITEM NO.		
23.	<p>CARD FILES (Continued)</p> <p>b. Project Production Record</p> <p>Daily account of all projects while in process in St/P. Records when the job is completed by Printing Services Division.</p>	Temporary. Destroy when no longer needed for reference purposes.
24.	<p>REQUIREMENTS FILES</p> <p>Individual folders maintained for each requirement that is written, along with all of the material relating to the requirement. Filed in numerical order.</p>	Temporary. Screen semi-annually and destroy when action on requirement is completed.
25.	<p>DIVISION AND BRANCH PRODUCTION FILES</p> <p>These files accumulate in the processing and coordination of Division and Branch contributions to finished intelligence publications such as NIE, SNIE, and NIS. Files consist of production directives, project initiation sheets, project status cards, correspondence, status reports, and copies of Division and Branch contributions. Files also contain copies of finished publications. Maintained for reference purposes.</p>	Temporary. Destroy when obsolete, or no longer needed for reference purposes except material needed for future use to be transferred to the Records Center for two years and then destroyed.
26.	<p>REFERENCE PUBLICATIONS FILE</p> <p>These files consist of classified, and unclassified publications received from various sources and used for reference purposes.</p>	Temporary. Destroy when obsolete, superseded, or no longer needed for reference purposes, except that material determined to have future value may be sent to the Records Center for two years and destroyed.

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27.	INDIVIDUAL PERSONAL FILES	SECRET	Temporary. To be forwarded to the Records Center for a period of three years. Records to be returned to Headquarters at the end of three years if not recalled before the end of the three year period.
28.	CENTRAL COMMITTEE FILES		
	<p>Working papers on finished or unfinished projects, reports, and/or personal files of OER personnel on detailed duty from Headquarters to other Agency components, or on TDY or PCS.</p>		
	<p>These are CIA files for minutes of meetings, agenda, reports, and other documents of the coordinating committee in Paris, and of the committees and working groups of the EDAC-ACEP structures.</p> <p>These are files maintained for the CIA member who serves on the committees of both the Department of State and the Department of Commerce.</p> <p>The secretariats for these committees are located in the respective departments where the official government files are maintained.</p>		<p>Temporary. Destroy after ten years. Cut off at the end of each calendar year; retain in current files area for three years and then transfer to the Records Center for an additional seven year period and destroy.</p>

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RECORDS MANAGEMENT PROGRAM

S U P P L E M E N T A L D I S T R I B U T I O N

RECORDS CONTROL SCHEDULE FOR THE

O F F I C E O F E C O N O M I C R E S E A R C H



Approved For Release 2001/07/12 : CIA-RDP78-07317A000100220001-9

25X1A

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RECORDS CONTROL SCHEDULE			SCHEDULE NO.
OFFICE, DIVISION, BRANCH			22-68 25X1A
OFFICE OF ECONOMIC RESEARCH			CONCURRENCE
			SIGNATURE [REDACTED] 2 OCT 1968
			TITLE DATE
			OER RECORDS ADMINISTRATION OFFICER
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p>Finished Economic Intelligence Reports including Economic Intelligence Committee Reporting</p> <p>a. CIA/RR ER (1963-1966) CIA/RR ER SC (1963-1966) CIA/RR IR (1967) ER IR (Beginning 1968) CIA/RR EM (1963-1966) CIA/RR EM SC (1963-1966) CIA/RR IM (1967) ER IM (Beginning 1968) CIA/RR H (1966-1967) ER H (Beginning 1968) ER H 68-1 CIA/RR A. ERA (1963-1967) CIA/RR A. ERA SC (1963-1966) EIC-R EIC-S EIC-SR EIC-WP EIC-WGR</p> <p>b. (Old Schedule)</p> <p>b. CIA/RR EP (1963-1966) CIA/RR EP SC (1963-1966) CIA/RR SP (1967) ER SP (Beginning 1968) CIA/RR CB (1963-1966) CIA/RR CB SC (1963-1966)</p> <p>c. Reproduction Masters</p>		<p>1. For a period of one year, do not destroy any copies which are received by the Records Center from PSD for supplementary distribution.</p> <p>2. Destroy all but fifteen (15) copies one year after publication unless otherwise notified by OER.</p> <p>3. Destroy all but ten (10) copies two years after date of publication.</p> <p>4. Destroy all but five (5) copies four years after publication.</p> <p>5. Destroy all copies six years after publication.</p> <p>Apply the above disposition instructions.</p> <p>Retain five (5) copies. Destroy copies six years after date of publication.</p> <p>Discontinued - A new process is now used to produce additional copies when necessary. Destroy all now at the A&RC.</p>